

DEPARTMENT OF THE ARMY  
PORTLAND DISTRICT, CORPS OF ENGINEERS  
P.O. Box 2946  
Portland, Oregon 97208-2946

CENPP-RM-B  
Regulation  
No. 37-1-9

20 October 1992

Financial Administration  
WORK PERFORMED BY OTHERS AND FOR OTHERS

\*1. PURPOSE. This regulation establishes policy and procedures for processing orders received from or issued to other USACE Commands, other DOD activities, other Federal, State or local agencies, for performing work on a reimbursable basis.

2. APPLICABILITY. This regulation is applicable to all elements of Portland District.

3. REFERENCES.

a. Required Publications.

(1) ER 1140-1-211 (Support for Others: Reimbursable Work). Cited in paragraph 5b.

(2) ER 1165-2-30 (Acceptance and Return of Required Contributed or Advanced Funds for Construction or Operations). Cited in paragraph 5c.

(3) SARD-PP Message dated 261100Z Dec 1991, subject: Contract Offloading to Tennessee Valley Authority (TVA). Cited in paragraph 4b & c.

(4) NPPR 1105-2-1 (Cost Sharing Procedures). Cited in paragraph 5c.

b. Related Publications.

(1) 41 USC 501 (Federal Grant and Cooperative Agreement Act of 1977).

(2) AR 37-1 (Army Accounting and Fund Control).

(3) ER 1-1-6 (Transfer of Missions and Functions; Providing and Obtaining Support Services).

(4) ER 37-2-10 (Accounting and Reporting - Civil Works Activities).

(5) NPPR 37-1-1 (Administrative Control of Appropriated Funds).

4. RESPONSIBILITIES.

a. The Chief, Programs Management Branch, Programs and Project Management Division, will review orders for work to be performed by others to assure they are within the approved program and authorities. \*

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\*This regulation supersedes NPPR 37-1-9, 15 July 1988.

\* b. The Chief, Office of Counsel will review orders for work to be performed by non-DOD agencies and cite the authority used (as required by the message referenced in paragraph 3a(3)).

c. A contracting officer will approve orders for work to be performed by a non-DOD agency (as required by the message referenced in paragraph 3a(3)).

d. The Chief, Budget Branch, Resource Management Office will:

(1) Review all reimbursable work orders for work performed by others and for others to assure they are in accordance with referenced regulations.

(2) Confirm there is adequate apportionment to cover the reimbursable work.

(3) Assign the receiving office control number or ordering office control number as appropriate.

e. The Chief, Finance and Accounting Center, Resource Management Office will:

(1) Certify that funds are available for all orders for reimbursable work to be done by others.

(2) Assure that reimbursable accounts are established for work for others and that monthly billings are sent out.

#### 5. WORK PERFORMED FOR OTHERS.

a. DD Form 448, Military Interdepartmental Purchase Request, is required when other Department of Defense activities (including USACE Commands) request the Portland District provide work on a reimbursable basis. (The DA Form 2544 is now obsolete, but we will accept work from others who still use this form.) The DD Form 448-2, Acceptance of MIPR, (see Appendix A) is filled out as follows:

(1) Block 1. TO: (originator of the MIPR; same as block 8 on the original MIPR.)

(2) Blocks 2, 3 and 4. MIPR Number, Amend No., and Date: Same as Blocks 4, 5, and 17 on the original MIPR.

(3) Block 5. Amount. Same as block 11 on the original MIPR.

(4) Block 8a, b, c. Include a brief description of the work as stated in block 9b of the original request.

(5) Block 8d. To Be Provided Through Reimbursement. Usually the same information as blocks 9f and 11 on the original MIPR.

(6) Block 14. Accepting Activity. Same as Block 7 on the original MIPR.

(7) Blocks 15, 16 and 17. Self explanatory.

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\* b. Agencies outside the Department of Defense use a variety of methods to request reimbursable work, such as letter requests and interagency agreements.

ENG Form 4914-R, U.S. Army Corps of Engineers Interagency Agreement (ER 1140-1-211, 7 Jan 88, para 4b) may be used when specific technical, administrative and/or logistical support is provided by the Portland District with funds provided by another Federal agency, state or local government. Requests for reimbursable work are acceptable only when confirmed in writing, and must include the following information: description of the work, dollar amount authorized, a statement that funds are available, a billing address, and a statement requesting a billing on a SF 1080 at the completion of the work.

c. State and local governments may also request reimbursable work from the Corps. Procedures for acceptance of funds for such work are defined in ER 1165-2-30. Local procedures for cost shared projects under Public Law 99-662 are defined in NPPR 1105-2-1.

d. Written requests for reimbursable work, upon acceptance, are sufficient documentation for billing purposes and setting up cost account codes and will be used instead of ENG Form 3013, Work Order/Completion Report.

e. All requests for work to be performed for others regardless of document utilized will be forwarded directly to Budget Branch, Resource Management Office. Budget Branch will review the request in accordance with referenced regulations, and assign the "receiving office control number". Budget Branch will then forward the request to the organizational element responsible for providing the requested work for acceptance of the request. After acceptance, the request will be forwarded to the Finance and Accounting Center, for assignment of reimbursable cost accounting codes and distribution.

f. Copies of the request will be distributed as follows:

(1) Original and one copy to requesting office.

(2) One copy to accepting office.

(3) One copy to Budget Branch.

(4) One copy retained by Finance and Accounting Center for billing purposes.

g. Upon completion of all work under the request, the accepting office will notify the Finance and Accounting Center. After verifying all costs have been included, a final bill will be sent to the requesting agency.

#### 6. WORK PERFORMED BY OTHERS - DEPARTMENT OF DEFENSE.

a. All work to be performed for the Portland District by HQUSACE, other USACE Commands or other Department of Defense organizations, will be ordered on a DD Form 448, Military Interdepartmental Purchase Request (MIPR) (see Appendix B). The following procedures will apply whenever a MIPR is used.

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\* (1) MIPR's will be prepared with an original and five copies by the office ordering the work. DD 448-2 to the MIPR must also be prepared and attached.

(2) Instructions for completing a MIPR are as follows:

(a) The typist's name, office symbol and telephone number is required to be typed in the upper left hand corner.

(b) Block 1. Enter number of pages (including attachments).

(c) Block 4. Enter the date that the MIPR is prepared.

(d) Block 5. Leave blank (filled in by CENPP-RM-B).

(e) Block 6. Enter the amendment number of the MIPR. If it is the first MIPR, enter "INITIAL".

(f) Block 7. TO: (complete mailing address of office to perform the work).

(g) Block 8. FROM: USAED, Portland District, ATTN:\_\_\_\_\_,  
P.O. Box 2946, Portland OR 97208-2946.

(h) Block 9.b.

(1) Provide a description of the work to be performed.

(2) Include the following statement: "The amount authorized by this order, including all applicable overhead charges and burdens, may not be exceeded without prior approval of this office. Billing will be on SF 1080 or other applicable media, monthly, will cite the MIPR number shown in block 5 above, will be accompanied by some media showing a breakdown of costs and the time period of the bill, and will indicate either a partial or final billing. Receipt of final billing will constitute a termination of this order and an automatic withdrawal of any unused balance."

(i) Block 9.f. Estimated total price. Self explanatory. (Be sure to include all overhead charges and burdens.)

(j) Block 11. Grand total. Self explanatory.

(k) Block 14. Appropriation and supplemental accounting classification. Enter appropriation number, appropriation title, fiscal station number, organization code, 15 digit account number and amount.

(l) Block 15, 16 and 17. Authorizing Officer. Chief of the division or staff office preparing the MIPR.

(3) One copy of the MIPR will be retained by the ordering office.

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(4) The original and four copies will be forwarded through Programs Management Branch to Budget Branch. Programs Management Branch will review the order to assure the ordered work is within the approved program. Budget Branch will review the MIPR in accordance with referenced regulations, and confirm the adequacy of apportionment. Budget Branch will then complete block 5 (order number), initial the order, and keep one copy.

(5) The original and three copies of the MIPR will be forwarded to the Finance and Accounting Center, who will certify that funds are available and forward original and two copies to the office performing the services. The office performing the services will return two signed copies to the Finance and Accounting Center, Resource Management Office, Portland District.

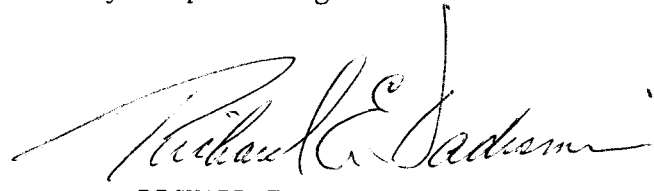
(6) Upon receipt of the two signed "acceptance" copies, the Finance and Accounting Center will reproduce three copies of the signed order. One copy will be sent to the Programs Management Branch, one copy to Budget Branch, and one copy to the office that initiated the order. The two signed copies returned by the servicing district to the Finance and Accounting Center will be distributed, one copy to Accounts Payable Section to support monthly billings and the other copy to Civil Works or Revolving Fund Section. Monthly billings received will be paid against this obligation. Upon receipt of final billing, any remaining balance will be reduced to zero.

b. When it becomes known to the originating office that funds obligated under MIPR are either inadequate or surplus, a revised MIPR will be submitted and appropriate entries made in Blocks 6 and 9. These revised orders will be processed in the same manner as the original order.

7. WORK PERFORMED BY OTHERS - NON-DOD Requests for work to be performed for the Portland District by other Federal, state and local agencies will be by contract, exchange of letters, or cooperative agreement. These requests must be routed through Office of Counsel and a contracting officer (usually Contracting Division) for review and approval. Work by U.S. Fish and Wildlife Service will be requested on a MIPR in accordance with the Memorandum of Agreement with Headquarters, U.S. Army Corps of Engineers.

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FOR THE COMMANDER:




2 Appendixes  
App A - DD Form 448-2  
App B - DD Form 448

RICHARD E. DADISMAN  
Major, Corps of Engineers  
Deputy Commander

DISTRIBUTION:  
All Supervisors

A-1

## APPENDIX A

ACCEPTANCE OF MIPR					
<b>1. TO ( Requiring Activity Address) (Include ZIP Code)</b> U.S. Army Corps of Engineers, Alaska P.O. Box 898, Attn: CENPA-EA Anchorage, AK 99506-0898			<b>2. MIPR NUMBER</b> E85920024		<b>3. AMENDMENT NO.</b>
<b>4. DATE (MIPR Signature Date)</b> 26 Feb 92			<b>5. AMOUNT (As Listed on the MIPR)</b> \$6,300.00		
<b>6. The MIPR identified above is accepted and the items requested will be provided as follows: (Check as Applicable)</b>					
<input type="checkbox"/> ALL ITEMS WILL BE PROVIDED THROUGH REIMBURSEMENT (Category I)					
<input type="checkbox"/> ALL ITEMS WILL BE PROCURED BY THE DIRECT CITATION OF FUNDS (Category II)					
<input type="checkbox"/> ITEMS WILL BE PROVIDED BY BOTH CATEGORY I AND CATEGORY II AS INDICATED BELOW					
<input type="checkbox"/> THIS ACCEPTANCE, FOR CATEGORY I ITEMS, IS QUALIFIED BECAUSE OF ANTICIPATED CONTINGENCIES AS TO FINAL PRICE. CHANGES IN THIS ACCEPTANCE FIGURE WILL BE FURNISHED PERIODICALLY UPON DETERMINATION OF DEFINITIZED PRICES, BUT PRIOR TO SUBMISSION OF BILLINGS.					
<b>7. <input type="checkbox"/> MIPR ITEM NUMBER(S) IDENTIFIED IN BLOCK 13, "REMARKS" IS NOT ACCEPTED (IS REJECTED) FOR THE REASONS INDICATED.</b>					
<b>8. TO BE PROVIDED THROUGH REIMBURSEMENT CATEGORY I</b>			<b>9. TO BE PROCURED BY DIRECT CITATION OF FUNDS CATEGORY II</b>		
ITEM NO. a	QUANTITY b	ESTIMATED PRICE c	ITEM NO. a	QUANTITY b	ESTIMATED PRICE c
1.	Funds for Officer's Call, 16-19 March 1992	\$6,300			
d. TOTAL ESTIMATED PRICE		\$6,300.00	d. TOTAL ESTIMATED PRICE		
10. ANTICIPATED DATE OF OBLIGATION FOR CATEGORY II ITEMS			11. GRAND TOTAL ESTIMATED PRICE OF ALL ITEMS \$6,300.00		
12. FUNDS DATA (Check if Applicable)					
<input type="checkbox"/> ADDITIONAL FUNDS IN THE AMOUNT OF \$ _____ ARE REQUIRED (See Justification in Block 13)					
<input type="checkbox"/> FUNDS IN THE AMOUNT OF \$ _____ ARE NOT REQUIRED AND MAY BE WITHDRAWN					
13. REMARKS					
96x4902      S9651 AA VW8111270610000					
<b>14. ACCEPTING ACTIVITY (Complete Address)</b> USAED, Portland District P.O. Box 2946, Attn: CENPP-RM-F Portland, OR 97208-2946			<b>15. TYPED NAME AND TITLE OF AUTHORIZED OFFICIAL</b> LARRY E. HARTMAN, MAJ, CE, DEP. CDR		
<b>16. SIGNATURE</b> 			<b>17. DATE</b> 6 Mar 92		

DD FORM 448-2

PREVIOUS EDITION WILL BE USED UNTIL EXHAUSTED.

Smith/CENPP-PE/7160

MILITARY INTERDEPARTMENTAL PURCHASE REQUEST					1. PAGE 1 OF 2 PAGES	
2. FSC		3. CONTROL SYMBOL NO.		4. DATE PREPARED 28 Sep 92		5. MIPR NUMBER
7. TO: North Pacific Division USAED ATTN: CEND-PE-PF P.O. Box 2870 Portland, OR 97208-2870				8. FROM: (Agency, name, telephone number of originator) USAED, Portland CENPP-PE-PF P.O. Box 2946 Portland, OR 97208-2946		
9. ITEMS <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING <input type="checkbox"/> HAS <input type="checkbox"/> HAS NOT BEEN ACCOMPLISHED.						
ITEM NO.	DESCRIPTION (Federal stock number, nomenclature, specification and/or drawing No., etc.)	QTY	UNIT	ESTIMATED UNIT PRICE	ESTIMATED TOTAL PRICE	
a	b	c	d	e	f	
	For conducting continuation and completion of reconnaissance study report on Columbia Slough as per agreement between CENPD-PE-PF and CENPP-PE-PF.				\$20,600	
The amount authorized by this order including all applicable overhead charges and burdens may not be exceeded without prior approval of this office. Billing will be on SF 1080 or other applicable media, monthly, and will cite the order number shown in Block 5 above, indicating either a partial or final billing. Receipt of final billing will constitute a termination of this order and an automatic withdrawal of any unused balance.						
10. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.					11. GRAND TOTAL \$20,600	
12. TRANSPORTATION ALLOTMENT (Used if FOB Contractor's plant)				13. MAIL INVOICES TO (Payment will be made by)		
				PAY OFFICE DODAAD		
14. FUNDS FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH BELOW, THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE.						
ACCTG STA DODAAD	APPROPRIATION	LIMIT DODAAC	SUPPLEMENTAL ACCOUNTING CLASSIFICATION		AMOUNT	
	96x3121		EG AACSL21N3100000 FSN 96352 Funds Available Until 30 Sep 93		\$20,600	
15. AUTHORIZING OFFICER (Type name and title) STEVEN L. STOCKTON, P.E., Ch, PE				16. SIGNATURE <i>D. Shido</i>		17. DATE 9/28/92

DD FORM 448  
JUN 72

PREVIOUS EDITION IS OBSOLETE.